

Purpose:

The *purpose* of the SRTC Facility Operations Safety Committee (FOSC) is to advise the Facility Manager on all matters affecting operations / associated activities of the SRTC Technical Area facilities that affect safety.

Scope:

The scope of the SRTC FOSC *functions and* responsibilities is defined in Manual 1B, Procedure MRP 4.19, Attachment 1. Some of the listed responsibilities may be carried out by subcommittees appointed by the FOSC *Chair* that report back to the FOSC. The authority of the SRTC FOSC shall extend over the SRTC Technical Area.

Organization:

The SRTC FOSC consists of the following membership:

Voting Members

- Operations (*Chair*)
- *Maintenance*
- Engineering
- R&D
- Safety Documentation (Secretary)
- *Radiological Protection*

Non-voting Members

- *Facility Operations*
- Facility Engineering
- *Deputy Manager, Laboratory Services*

On Request, Subject Matter Experts

- *ALARA*
- Safety
- Industrial Hygiene
- Quality Assurance
- *Fire Protection*
- *Emergency Preparedness*
- Other organizations potentially impacted by a topic to be discussed by the FOSC

Responsibilities:

NOTE: Reference to *Chair*, member, secretary, etc., also includes the alternates for that position.

The *SRTC* Facility Manager is responsible for:

- Concurring (with the *Director, SRTC*) on the number of FOSC(s) that are needed for the *SRTC Technical Area facilities*
- Assigning members to the FOSC and its subcommittees
- Appointing the FOSC *Chair*
- Specifying the minimum required reading for FOSC training in addition to those required by MRP 4.19

The *Chair* is responsible for:

- Chairing FOSC meetings
- Designating an Alternate *Chair* to act in the absence of the *Chair*. Note: the signature authority of the FOSC *Chair* can only be delegated by formal written memorandum.
- Ensuring that a quorum is met and that the technical expertise of the members present at the meeting is sufficient to adequately review the issues on the agenda
- Establishing additional training requirements, *as needed*
- Assigning FOSC subcommittees *and delegating signature authority when needed except for approval of USQEs, DSAs, and TSRs. The following standing subcommittees have been established by the SRTC FOSC:*
 1. *Facility Radiological Action Team (FRAT)*
 2. *Laboratory Services Job Hazards Analysis Review Board (JHARB)*
- Approving FOSC meeting minutes and the FOSC Charter
- Acting as the liaison between the FOSC and higher levels of authority, such as the Site Safety Review Committee and overall SRTC line management

The Secretary is responsible for:

- Preparing meeting agendas and scheduling FOSC meetings
- Assisting with the preparation of presentation materials, as requested
- Recording and distributing meeting minutes, documenting and tracking follow-up action items, etc.
- Preparing and maintaining the FOSC Charter document
- Maintaining records, including qualification records of members

Members are responsible for:

- Complying with qualification and training requirements
- Representing their function on the FOSC in meetings (reviewing and evaluating assigned items to ensure that nuclear, industrial, and operating safety-related aspects are adequately and properly considered)

- Voting on issues presented to the FOSC: Approval decisions will normally be made on a consensus basis among the members. However, if a vote is required, each voting member will have only one vote. The non-voting members serve as consultants / advisors to the voting members and are expected to participate fully in the review / discussion of topics.
- Any member may appeal a decision reached by the FOSC to higher levels of SRTC management and/or the Site Safety Review Committee.

SRTC Laboratory Representative:

- The laboratories contained in the SRTC Technical Area will be represented by an R&D voting member. If necessary, the individual laboratory groups will represent themselves at appropriate meetings.

Discipline Engineers, Laboratory Resident Representatives:

- Represent their discipline of engineering or their laboratory section to the permanent FOSC member for reporting and status purposes.
- Attend meetings as required to present issues, proposals, etc.

Meeting Schedules:

The FOSC shall conduct two types of meetings: Regular or Called. All meetings shall have minutes recorded. Copies of all presentations and reports shall be provided to the Secretary to become a part of the minutes. The originator of any USQs, special reports, or presentations shall provide sufficient copies for distribution at the meeting. The *approved FOSC Meeting Minutes* shall be submitted to *Records Management* on a yearly basis, for retention as a permanent record.

- **Regular Meetings:** The FOSC shall meet at least Quarterly or more frequently, as necessary, to handle any priority issues that involve facility safety. These meetings will be organized such that all topics addressed in Manual 1B, MRP 4.19 are covered in the course of the year. Each meeting shall have agenda items determined and published in advance. The Secretary shall issue the meeting notices and agendas. Subcommittee reports will be presented where applicable for a specific topic. It is also recognized that some topics may require a lengthy discussion to reach a conclusion, explain a trend, or decide a path of action. These items shall be identified on the agenda for the specific meeting, and the appropriate individual will present the report. "Appropriate individual" is defined as the specific individual or subcommittee member who has performed the overall research on the issue, and is making the recommendation to the FOSC.
- **Called Meetings:** These are non-routine meetings called to deal with specific activities needing FOSC review and/or approval that cannot wait for the regularly scheduled FOSC meeting. Called meetings will be announced by the Secretary as early as practical for the called meeting. The issue owner will make the presentation to the FOSC.

Quorum:

Manual 1B, MRP 4.19, does not contain specify requirements for a quorum. However, for the SRTC FOSC, a Quorum is present if all of the following are met:

- *Chair (or designated alternate)*
- *A simple majority of the membership (members may be represented by designated alternates)*
- *When FOSC is reviewing an Unreviewed Safety Question Safety Evaluation (USQE) for approval, at least one member of the FOSC, present at the meeting, must be currently qualified at the same level as a Safety Evaluation Originator (SEO) / Qualified Reviewer (QR) in accordance with Manual 11Q, Procedure 1.05.*
- *When the FOSC is functioning as the FRAT, the Radiological Protection member (or designated alternate) must be present. The ALARA Coordinator should also be present.*

Qualification and Training Requirements:

Minimum qualification and training requirements for members of the FOSC, and their designated alternates, shall be as stated in Manual 1B, MRP 4.19. Qualification and training requirements for subcommittee members shall be as specified by the *Chair* of the FOSC. The Secretary shall maintain records of training completion for all FOSC members.

In addition to the above requirements, the following FOSC members shall maintain qualification as a Safety Evaluation Originator (SEO) / Qualified Reviewer (QR) in accordance with Manual 11Q, Procedure 1.05:

- *Engineering*
- *Facility Engineering*
- *Safety Documentation*

Prepared by: << signed by Jerry A. Clements >> Approved by: << signed by E. R. Selden >>
Jerry A. Clements Edward R. Selden
Secretary Chair

Attachments:

1. *Manual 1B, MRP 4.19, Attachment 1. Guidelines for FOSC Functions and Responsibilities*
2. *SRTC FOSC Qualification & Training Record form*
3. *SRTC Facility Radiological Action Team (FRAT) Charter*
4. *Laboratory Services Job Hazard Analysis Review Board (JHARB) Charter*

Attachments

Attachment 1. Guidelines for FOSC Functions and Responsibilities

Attachment 1. Guidelines for FOSC Functions and Responsibilities

Functions to advise the Area/Facility Manager on all matters affecting operations of the facility and associated activities that affect safety.

Approval of:

- all temporary modification and permanent modifications with Safety Class (SC) or Safety Significant (SS) classification before installation
- all Occurrence Reports (as defined in Procedure Manual 9B) with a significance category of 1 and 2
- all proposed changes to the Technical Safety Requirements (TSRs) and/or Plant Operating Specifications (POS), if applicable
- all USQ Evaluations

Responsible for:

- reviewing facility operations through occurrence reports to detect potential hazards to nuclear or process safety
- reviewing Emergency Plans and implementing procedures and submitting any recommended changes to the facility manager
- reviewing any accidental, unplanned or uncontrolled radioactive releases to the environment (nuclear facilities) and hazardous materials releases to the environment (process facilities) reportable in accordance with Procedure Manual 9B
- forwarding recommendations to the Area/Facility Manager
- performing special reviews, investigations or analyses and reports as requested by the facility manager
- reviewing selected performance indicator trends for recommendations
- interfacing with the Site Lessons Learned Program as defined in 1B, MRP 4.14, including evaluations of significant internal and external operating experience information related to nuclear safety, chemical safety and recommended actions to prevent occurrence or recurrence, and requesting periodic review of the Site Lessons Learned Program by the Division Lessons Learned Coordinator
- interpretation of TSRs
- other items as directed by the division manager

NOTE: The FOSC may delegate reviews and audits to subcommittees that report back to the FOSC.

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CHARTER
SAVANNAH RIVER TECHNOLOGY CENTER
FACILITY OPERATIONS SAFETY COMMITTEE (FOSC)

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SAVANNAH RIVER TECHNOLOGY CENTER
FOSC/FRAT/JHARB QUALIFICATION & TRAINING RECORD
Revision 5, 01/15/03

The SRTC FOSC Charter requires that permanent members of the FOSC, and their designated alternates, meet the following minimum qualifications and training as specified in Procedure 1B-MRP 4.19, Rev. 5:

NAME:	_____	SECTION:	_____
LOCATION:	_____	PHONE:	_____
		Confirmed by:	_____
Education:	HS diploma, and preferably a four-year degree in engineering or a science-related field	Section Manager / Date:	_____
Experience:	Four years of related industrial, military, and/or SRS experience with two being in a nuclear related field, or as otherwise specified in a DOE- approved administrative control TSR	Section Manager / Date:	_____
Training:	Successfully complete the initial Unreviewed Safety Question (USQ) training course (TTSUSQ01) and any required reading of changes to 11Q, Procedure 1.05	FOSC Secretary / Date:	_____
Training:	Successfully complete the Radiological Worker 1 Self-Study (QHRG1300)	FOSC Secretary / Date:	_____
Training:	Successfully complete the Job Hazards Analysis Awareness training (HRD11000)	FOSC Secretary / Date:	_____
Required Reading (as listed by Facility Mgr.):	<ul style="list-style-type: none">• SRTC FOSC Charter• 1B-MRP 4.14, Lessons Learned Program• 1B-MRP 4.19, Requirements for Facility Operations Safety Committees• 1Q-QAP 2-3, Control of Research and Development Activities• *2S-1.1, Procedure Administration• 2S-5.1, Facility Operations Organization and Administration• *L1-1.01, SRTC Procedure Administration• L1-1.13, Process Hazards Reviews• L1-7.10, Control of Technical Work• E7-2.05, Plant Modification Traveler• E7-2.06, Temporary Modification Control• 9B, Site Item Reportability and Issue Management (SIRIM)• 9B1, General Site Requirements for SIRIM• 1-01, MP 5.35, Corrective Action Program• SRTC SAR (Chapter 3, Hazard/Accident analyses)• SRTC TSRs (LCOs, Administrative Controls, Bases)• SRC-IM-98-00025, SRTC TA TSR Linking Document• WSRC-IM-95-0064, SRTC Safety Basis Documents Manual• 5Q, Chapter 3, Part 1, Planning Radiological Work• 5Q, Chapter 3, Part 2, Work Preparation• 8Q-38, Job Hazard Analysis Program	FOSC Member / Date:	_____
* Satisfies MRP 4.19 requirement for reading of technical procedure reviewer guidelines and qualifications			

Original to: FOSC Secretary

Copies to: FOSC Member & Section Manager

Purpose:

The purpose of the SRTC Facility Radiological Action Team (FRAT) is to provide additional review and oversight for selected portions of the SRTC ALARA Program implementation within the SRTC Technical Area facilities.

Scope:

The scope of the SRTC FRAT is to review and approve all radiological work activities to be performed within the SRTC Technical Area facilities that involve significant risk for contamination or radiation exposure. This includes:

1. Activities that are estimated to exceed either the annual site radiation exposure administrative control level, or any individual or collective dose criteria in the SRS Manual 5Q.
2. Activities that are infrequently conducted or represent first time operations.

Membership:

The SRTC FOSC members and alternates shall act as the SRTC FRAT. The FOSC Radiological Protection member (or designated alternate) and the SRTC ALARA Coordinator must be present for all FRAT reviews.

Meetings:

All FRAT reviews will be scheduled as FOSC agenda items and the results documented in the FOSC Meeting Minutes. Copies of all presentations and reports shall be provided to the FOSC Secretary to become a part of the meeting minutes. The originator of any JHAs, RWPs, or presentations shall provide sufficient copies for distribution at the meeting. Follow-up action items will be documented and tracked in the SRTC Commitment Tracking System.

Qualification and Training Requirements:

Additional qualification and training requirements for members of the FOSC, and their designated alternates, to function as FRAT members include:

- Radiological Worker 1 Self Study (Course Code QHRG1300)
- Required Reading:
 - Manual 5Q, Chapter 3, Part 1, Planning Radiological Work
 - Manual 5Q, Chapter 3, Part 2, Work Preparation

Prepared by: << signed by Jerry A. Clements >>
Jerry A. Clements
FOSC Secretary

Approved by: << signed by E. R. Selden >>
Edward R. Selden
FOSC Chair

Purpose:

The purpose of the Job Hazards Analysis Review Board (JHARB) is to provide additional review and oversight for selected portions of the SRTC JHA determination and performance process.

Scope:

WSRC Manual 8Q Employee Safety Manual, Procedure 38, Hazard Analysis Program, provides guidance for the implementation of the JHA process at SRS in support of the Integrated Safety Management System. The SRTC JHARB scope includes the following functions:

- Annually reviewing SRTC Technical Area safety performance and establishing a documented JHA Plan outlining the priority and schedule for JHAs to be conducted in the coming year.
- Periodically reviewing selected JHAs for overall implementation of the JHA process, completeness and adequacy of the JHA, composition of JHA Teams, effectiveness of JHA recommendations, etc.
- Specifying ad hoc JHAs to be performed when required.
- Recommend JHAs for site-wide applicability.
- Disseminate lessons learned or improvements as appropriate.

Membership:

The SRTC FOSC members and alternates shall act as the SRTC JHARB. In addition, the SRTC Technical Area Safety Engineer and OSHA Coordinator should be present for all JHARB meetings.

Responsibilities:

The responsibilities of the SRTC FOSC Chair, Secretary, and Members shall apply to the JHARB as appropriate.

SRTC Work Group Managers are responsibilities for:

- Appointing a JHA Lead and Team for each JHA within their respective area of responsibility.
- Reviewing, evaluating, and implementing JHA recommendations.
- Prioritizing, tracking, and implementing accepted recommendations resulting from the completed JHAs as well as identifying/recommending interim actions as needed.
- Maintain copies of completed JHAs.

SRTC Safety Engineer is responsible for:

- Reviewing all JHAs for completeness prior to inputting in the JHA database.

Revision 1 is a significant rewrite of the Charter. Consequently, no revision bars are used.

Meetings:

All JHARB reviews will be scheduled as FOSC agenda items and the results documented in the FOSC Meeting Minutes. Copies of all presentations and reports shall be provided to the FOSC Secretary to become a part of the meeting minutes. The originator of any JHAs, RWPs, or presentations shall provide sufficient copies for distribution at the meeting. Follow-up action items will be documented and tracked in the SRTC Commitment Tracking System.

Qualification and Training Requirements:

Additional qualification and training requirements for members of the FOSC, and their designated alternates, to function as JHARB members include:

- Job Hazard Analysis Awareness (Course Code HRD11000)
- Required Reading:
 - Manual 8Q, Procedure 38, Job Hazard Analysis Program

Prepared by: << signed by Jerry A. Clements >> Approved by: << signed by E. R. Selden >>
Jerry A. Clements Edward R. Selden
FOSC Secretary FOSC Chair